

# TU' KWA HONE NEWSLETTER

Burns, Oregon

August 26, 2019

## Community News: All tribal offices will be closed on Monday— September 2, 2019 in observance of Labor Day

### Burns Paiute Tribe

100 Pasigo St.

Burns, OR 97720

541.573.8016

### TRIBAL COUNCIL CONTACT:

Chairman - Eric Hawley

541.589.3104

Burns Tribal Police Chief of Police

Alan Johnson—541.589.1030

Social Services Director / ICWA

Jeremy Thomas—541-573-8046  
or 541-589-3494

Domestic Violence / Assault-

Teresa Cowing,  
541.573.8053 / 541.413.0216

### Police After hours:

Call Harney County

Non-emergency 541.573.6028

Emergency call—911

### NOTICE

#### Food Distribution Program

On August 22 and 23, 2019 the Food and Nutrition (FNS) Western Regional Office conducted a Management Evaluation (ME) of the Tribe's Food Distribution Program. The review covered the Federal Fiscal Years 2018 and 2019. This is the first site visit the Tribe has had since the program has been in place. The FNS staff found some deficiencies in the program that must be corrected immediately.

**In September 2019 every household currently participating in the Food Commodity Program must come in and fill out a new application for the Food Distribution Program and be certified. Please bring in your proof of income (pay stubs, award letters, etc.). Verification of income is required for all household members.**

If you have any questions, please call Randall Lewis at 573-8023 or Twila Teeman at 573-8049. Your cooperation with the above request is appreciated. We are striving to improve the Food Distribution Program and get in compliance with the Federal Rules and Regulations.

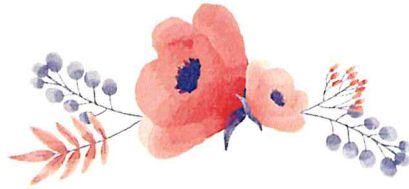


## NOTICE

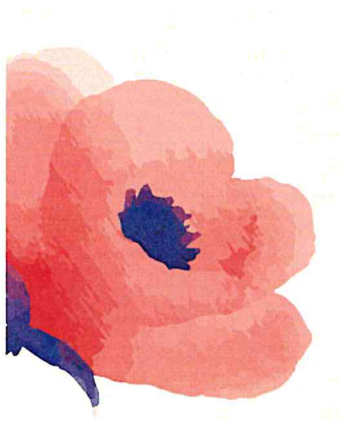
The Child Care Development Fund program is in the stages of being renewed for the FY 2020-2022. This program helps parents who are working, going to school, or in a training program to obtain childcare for infants 6 weeks to 12 years of age.

There are a few changes to the requirements of the program being implemented. If anyone would like to help contribute to the application process or learn more about the program there will be a pre-planning meeting September 3, 2019 at 5:30 pm in the Wadatika Health Conference Room. The new CCDF plan is due September 6, 2019.

For more information contact Desiree Sam, Child Care and General Assistance Coordinator at 541-573-8084.



# **WADATIKA YADUAN LANGUAGE PROGRAM**



**Burns Paiute Culture &  
Heritage Department:  
Wadatika Yaduan  
Language Program**

**Location:  
Wadatika Neme  
Yaduan Nobl**

**Office Hours:  
Monday – Friday  
9am – 4pm**

** (541)573-8097**

**Language Team:**

Director: Diane (541)413-1190

Lindsey (541)413-0434

Jessique (541)589-1524

Esther C.

**KWASSE MEHA      AUGUST 2019**

Ha'o eh neme! Ene ya' na'edete! The C&H Dept. has had a very busy summer within all of the different programs. Thursday the 15<sup>th</sup>, the Beulah Field School came to an end; which was a great success. The C & H Dept. would like to sincerely thank all the elders and community members who came to share your words, knowledge, and time to go out there to spend quality time with everyone involved. Most of the C&H team has been participating in the field school or assigned to do various tribal monitoring projects. The Language Team apologizes for not being able to hold any of the Language Events that typically take place all summer. But now that we have tribal graduates of the field school, the department has more monitors and the language program has staff to carry on Language Events. We hope everyone has been having a great & safe summer!

The C & H Dept. sponsored 2 YOP kids this summer: Anthony & Methius. They did an amazing job on all their projects! We would like to give them a *HUGE SHOT-OUT & THANK YOU* for all your hard work with assisting our elder's in various tasks, as well as fixing up the deck in front of TC office, C&H office, and Environment office. It was a very hot weather and you guys did not complain at and worked your tsabo's off!! PISA NATSIs!!!!!!

*Families and community members are encouraged & welcomed at all the Wadatika Yaduan Language Program events! Rides are available to all events as well, just give us a call.*

## **Community Elder News:**

It is TUU YU SEASON in few weeks once again! We plan on taking a group this year to **Ft. Bidwell August 31, 2019**. Plans are still in the works so if you would like to participate come to the next **Elders Luncheon, August 22<sup>nd</sup> at 12pm, Social Hall.**





Also coming up in October is the **Annual Mt. Bidwell Celebration**. Miss Anita Williams invited the community once again and would like to know if anybody has any ideas or would like to host a special. If you would like to participate and attend this years Celebration, please come to the **Elders Luncheon, August 22<sup>nd</sup>**, or swing by Language House and talk with Lindsey. All ideas are more than welcome!!

*\*Next Elders Luncheon: AUGUST 22<sup>ND</sup>, 12PM, SOCIAL HALL*

### **Community Language Game Night**

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The next Community Language Game Night will be held on **August 27<sup>th</sup> @ 5:30p.**

So, come on up and eat, visit, laugh & learn in fun environment.

*\*Remember to try and speak as much Wadatika yaduan at home with your family or even to yourself throughout the day. That is the only way you will get used of hearing it and speaking it.*

# KWASSE MEHA

AUGUST

2019

**WADATIKA  
YADUAN  
LANUGAGE  
PROGRAM  
LANGUAGE HOUSE  
(541)573-8097**



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
<b>THE C&amp;H DEPT. APOLOGIZE FOR CANCELLING USUAL EVENTS, THIS SUMMER HAS BEEN SUPER BUSY. HOPE TO SEE YOU AT FUTURE EVNTS!</b>						
18	19	20	21	22	23	24
				Elder's Language Lunch 12p, Social Hall		
25	26	27	28	29	30	31
		Community Language Game Night 5:30p, GC				Annual Tuu yu Gathering, Ft. Bidwell



**Tribe Substance Abuse Prevention Program  
Support for Activities – Music, Sports, Academics, Etc.**

## **YOUTH FORM Ages 9 and under**

The support given by the program is to promote healthy lifestyles and to encourage participation in extra-curricular activities.

The amount is limited to \$150.00 per youth per calendar year. This form must accompany a flyer, brochure, registration, or information about the event. This support is for youth actively involved in our program, living in Harney County whom are an enrolled member of a federally recognized tribe.

### **IMPORTANT! PLEASE READ IN ITS ENTIRETY.**

#### **DO NOT TURN THIS FORM IN UNLESS:**

- ☐ The request for support is completely filled out.
- ☐ A flyer, brochure or registration is attached.
- ☐ Youth statement is filled out.
- ☐ Youth and Parent Signatures.
- ☐ If this is a reimbursement please attach all receipts.

**Processing will not move forward if these are not done. It will not be our responsibility to follow up.**

To ensure payment is received on time, please have the request in two weeks prior to money being needed. We are not responsible for late fees.

**PARENTS, PLEASE READ WITH YOUR YOUTH:** *I will attend and participate in this positive, healthy activity as it is an alternative to using alcohol and drugs. By accepting this support I agree to do my best at the activity and to do anything that I need to do to continue with the activity until it is complete. If I do not follow this then I will have to explain to the prevention program what happened in order to be eligible for assistance in the future.*

**PLEASE RETURN FORM TO:**

**JODY RICHARDS, PREVENTION COORDINATOR**

Support for Activities – Music, Sports, Academics, Etc.

YOUTH FORM 9 AND UNDER

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Tribe \_\_\_\_\_

Activity: \_\_\_\_\_ Grade \_\_\_\_\_

Start Date of Activity: \_\_\_\_\_

Item Requested to be paid for (fee, tuition, supplies, hotel room, etc.): \_\_\_\_\_

\_\_\_\_\_

Amount Requesting: \_\_\_\_\_

Person or Organization Name and Address to be paid to: \_\_\_\_\_

\_\_\_\_\_

Mail Check \_\_\_\_\_ Will pick up check \_\_\_\_\_

Youth: In your own words please explain how this event will help you be alcohol, tobacco and drug free.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Youth's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Approving Signature \_\_\_\_\_ Date \_\_\_\_\_

Date submitted for payment \_\_\_\_\_



**Tribe Substance Abuse Prevention Program  
Support for Activities – Music, Sports, Academics, Etc.**

**YOUTH FORM Ages 10 to 17**

The support given by the program is to promote healthy lifestyles and to encourage participation in extra-curricular activities.

The amount is limited to \$150.00 per youth per calendar year. This form must accompany a flyer, brochure, registration, or information about the event. This support is for youth actively involved in our program, living in Harney County whom are an enrolled member of a federally recognized tribe.

**IMPORTANT! PLEASE READ IN ITS ENTIRETY.**

DO NOT TURN THIS FORM IN UNLESS:

- ☐ Youth initials below
- ☐ The request for support is completely filled out.
- ☐ A flyer, brochure or registration is attached.
- ☐ Youth statement is filled out.
- ☐ Youth and Parent Signatures.
- ☐ If this is a reimbursement please attach all receipts.

Processing will not move forward if these are not done. It will not be our responsibility to follow up.

To ensure payment is received on time, please have the request in two weeks prior to money being needed. We are not responsible for late fees.

**YOUTH INITIALS \_\_\_\_\_ PLEASE READ WITH YOUR YOUTH:** *I will attend and participate in this positive, healthy activity as it is an alternative to using alcohol and drugs. By accepting this support I agree to do my best at the activity and to do anything that I need to do to continue with the activity until it is complete. For example; keeping grades up to play school sports, not receiving any citations, etc. If I do not follow this then I will have to explain to the prevention program what happened in order to be eligible for assistance in the future.*

**PLEASE RETURN FORM TO:**

**JODY RICHARDS, PREVENTION COORDINATOR**

**Burns Paiute Tribe Substance Abuse Prevention Program**



Support for Activities – Music, Sports, Academics, Etc.

YOUTH FORM 10 to 17

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Tribe \_\_\_\_\_ Grade \_\_\_\_\_

Activity: \_\_\_\_\_

Start Date of Activity: \_\_\_\_\_

Item Requested to be paid for (fee, tuition, supplies, hotel room, etc.): \_\_\_\_\_

\_\_\_\_\_

Amount Requesting: \_\_\_\_\_

Person or Organization Name and Address to be paid to: \_\_\_\_\_

\_\_\_\_\_

Mail Check \_\_\_\_\_ Will pick up check \_\_\_\_\_

Youth: In your own words please explain how this event will help you be alcohol, tobacco and drug free.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Youth's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Approving Signature \_\_\_\_\_ Date \_\_\_\_\_

Date submitted for payment \_\_\_\_\_

August, 2019



# Economic Development Department

Tracy Kennedy—Community Economic Development Coordinator

(541) 573-8014



## WE ARE MAKING PROGRESS:

The department wanted to share some pictures of the Hemp grow in Foley Field. These are pictures from when the seeds were planted, up through this week. The hemp plant grows rather quickly, but not as quickly as the weeds. Several Tribal members and others started working hard and diligently to pull weeds out in the field. We were surprised to see so many Tribal members show up, beat the heat and get to work. There is still a lot of work to be done, so please fill-out an application or see Joe Jenson (Hemp Grow Manager) out in the field. Field laborers are being paid \$14.00 and we need more help. This is extremely exciting for our community and we are proud of the work that has been accomplished so far.



## Turn in Hemp Applications to Tracy @ Ec. Dev. Office

**NOW  
HIRING**

Employment Opportunity at the Hemp Facility—  
SEE ATTACHED FLYER & JOB APPLICATIONS

**NOW  
HIRING**





## **EMPLOYMENT OPPORTUNITY AT HEMP FACILITY**

As a result of an agreement between the Burns Paiute Tribe and DH Ventures, LLC, a facility for processing hemp is under construction at the site of the Old Camp Casino on Monroe St. here in Burns. DH Ventures is looking for employees to assist in all phases of the process. Work will be physical at times and may include occasional lifting of 40 – 50 lbs. of material. Besides being willing to work hard, the facility needs workers with forklift operating experience and experience working in production facilities. Workers will be needed initially on day shift, and hopefully a swing and night shift to be added in the future. At this time, projected start date is mid-to-late July.

Whether or not you have previous experience, if you are interested and want to be a part of this opportunity, please fill out the attached application and submit it to Tracy Kennedy at the Economic Development Office (Tribal Council Office). Wages are dependent on experience and quality of work.

**APPLICATIONS ARE AVAILABLE AT THE TRIBAL  
ADMINISTRATION OFFICE.**

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## APPLICATION FOR EMPLOYMENT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please describe your work history for the past 5 years as well as any other experience you think is important for us to know about:

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Are you willing to work 40 hrs/week and overtime if required? \_\_\_\_\_

Are you willing to work swing and/or night shifts? \_\_\_\_\_

In the space below and if necessary on additional sheets, please include any other information you feel is relevant to your application and thank you for your interest.

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## **Domestic Violence Facts**

- 1. Domestic/dating violence is a pattern of controlling behaviors that one partner uses to get power over the other. Including: physical violence or threat of physical violence to get control, emotional or mental abuse and sexual abuse.**
- 2. 85% of domestic violence victims are women.**
- 3. 1/4 of women worldwide will experience domestic/dating violence in their lifetime. Women between the ages of 20 to 24 are at greatest risk of becoming victims of domestic violence.**
- 4. Domestic violence is most likely to take place between 6 pm and 6 am.**
- 5. The costs of domestic violence amount to more than \$37 billion a year in law enforcement involvement, legal work, medical and mental health treatment, and lost productivity at companies.**
- 6. As many as 324,000 women each year experience intimate partner violence during their pregnancy.**
- 7. Boys who witness domestic violence are 2 times as likely to abuse their own partners and children when they become adults.**
- 8. Domestic violence is the leading cause of injury to women – more than car accidents, muggings, and rapes combined.**
- 9. 1/2 of all homeless women and children in the U.S. are fleeing from domestic violence.**
- 10. Every 9 seconds in the US a woman is assaulted or beaten.**
- 11. In 60% to 80% of intimate partner homicides, no matter which partner was killed, the man physically abused the woman before the murder.**

**Domestic Violence & Sexual Assault Program  
Office 541-573-8053 Cell 541-413-02316**



# Native Creative Development Program Grant™

Open to

Native American and Native Hawaiian artists living in **Washington, Oregon, Idaho and Montana** working in primarily in visual arts

Awards between \$2500 and \$5000

Awarded by the Longhouse Education & Cultural Center

**DEADLINE 10/10/19**

*Technical assistance available prior to grant deadline*



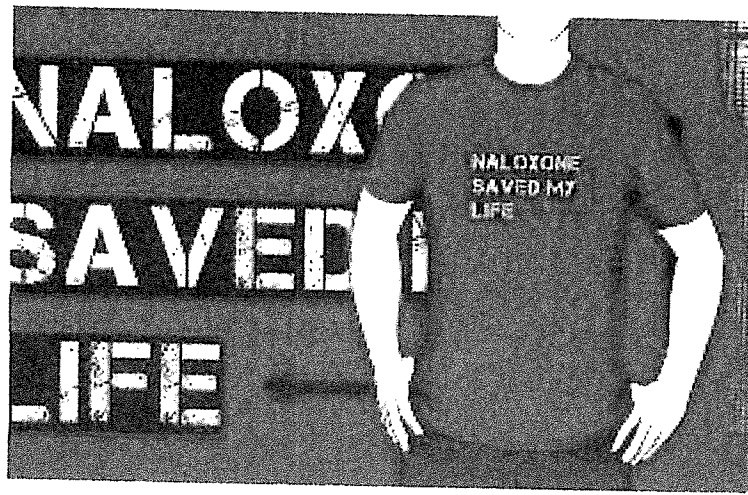
Applications at [www.evergreen.edu/longhouse](http://www.evergreen.edu/longhouse) (word/pdf format)

E-mail to [Longhouse@evergreen.edu](mailto:Longhouse@evergreen.edu) or [VermeuLL@evergreen.edu](mailto:VermeuLL@evergreen.edu)

360 867 6413 for more information and questions!



**All rights reserved by the artists.** Artists left to right top: Ashley Russell (Confederated Tribes of the Coos, Lower Umpqua and Siuslaw), Ryan! Feddersen (Colville), Joe Seymour (Squaxin Island), Joe Feddersen (Colville) Bottom row left to right: Sean Brigman (Spokane), Lillian Pitt (Warm Springs), Asia Tail (Cherokee Nation of Oklahoma).



**BE A HERO GET NALOXONE**

Do you or someone you know  
take opioids, prescription painkillers  
like OxyContin, Vicodin or other street  
drugs like heroin?

An overdose does not have to be fatal.  
Naloxone reverses an overdose and  
restores breathing. It is not addictive  
and very safe. Anyone can carry it. If  
you are worried that someone in your  
life might be at risk join us in Burns.

**Free Naloxone  
available**

Learn how to use Naloxone and  
get it from your local pharmacy

**Sponsored by:**

Max's Mission

[www.maxsmmission.org](http://www.maxsmmission.org)

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**When: Monday, September 9, 6-8p.m.**

**Where: 478 North Broadway Burns, OR**

**Light meal will be provided**

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this event has been made possible through the generosity and help from these Community Partners

Harney County Health Department

## Community Health Nurse

**Number of Positions:** 1  
**Location:** Burns, Oregon – Burns Paiute Reservation  
**Open:** May 22, 2019  
**Closes:** Open until filled  
**Starting Date:** To be determined  
**Supervisor:** Health Services Director  
**Salary:** DOE/Full-Time

**Position Summary:** Under the supervision of the Health Services Director, the Community Health Nurse is an integral part of the Burns Paiute Tribe health program with primary emphasis in providing direct health care, prevention education, and maintaining quality health standards for the tribal community.

### **Duties and Responsibilities:**

1. Assess patient care using reasoning and decision making skills. Communicate clearly with patients and other health care professionals using spoken and/or written words
2. Provide nursing care through home visits or at the health center on a daily basis
3. Promote health education/prevention by presenting to individuals or groups
4. Coordinates patient care with other health professionals
5. Analyze, interpret, and initiate patient medical data on the patient care component encounter form
6. Provide follow up on patient treatment, recovery, and doctors orders
7. Coordinate activities relating to the weekly tribal health clinic
8. Assists the medical provider during clinic times
9. Maintains the tribal immunization program
10. Operates the Resource Patient Management System (RPMS) to enter patient data
11. Prepares program reports and program documentation as needed or requested
12. Ability and the knowledge of the importance of maintaining **strict confidentiality of all records and information pertinent to the nature of the work.**
13. Must maintain strict confidentiality of medical information and adhere to HIPAA and Privacy Act requirements.
14. Knowledge of community and public service providers
15. Works irregular hours when needed
16. Able to lift and bend when caring for patients in the office or on a home visit.
17. **Perform other duties as assigned**



**Required Qualifications:**

- Must be a registered nurse with the State of Oregon and have an active, unrestricted license at the time of hire.
- Prefer a minimum of Bachelor of Science Nursing (BSN) degree
- Minimum of one year of hospital experience or equivalent
- One year of generalized community health nurse experience or equivalent
- Must possess a valid Oregon Driver's License
- Have basic computer skills

**Desired Qualifications:**

- Knowledge of principles, concepts, theories, and techniques of public/community health nursing and teaching and learning
- Ability to identify, assess, analyze, and evaluate medical data and information utilizing standard nursing principles
- Ability to independently plan, coordinate, and manage work
- Experience and ability to work well with diverse groups of people from varying age groups and socioeconomic backgrounds, sometimes in stressful situations, in a manner that displays professionalism, tact, diplomacy, and good judgment.

**Successful Candidate must:**

- ◆ Submit to and pass a urinalysis drug test.
- ◆ Agree to a criminal background check.
- ◆ Sign Confidentiality Clause.

**Please submit application along with resumes and verification of Licensure to:****Attn: Danielle Taylor**

Burns Paiute Tribe, Human Resource Department

100 Pasigo St.

Burns, OR 97720

541-573-8013 or [Danielle.taylor@burnspaiute-nsn.gov](mailto:Danielle.taylor@burnspaiute-nsn.gov)

## Family and Child Services Director

**Number of Positions:** 1  
**Location:** Burns, Oregon – Burns Paiute Reservation  
**Open:** July 25, 2019  
**Closes:** Open Until Filled  
**Starting Date:** To be determined  
**Supervisor:** General Manager  
**Salary:** DOE/Full-Time

**Position Summary:** The Family and Child Services Director acts in a key supportive leadership role within the Burns Paiute Tribe whose primary responsibility is the oversight of the Tribe's Social Services. The Director provides guidance to the General Manager in planning Family and Social Services strategies, goals, initiatives and structure in alignment with the Tribe's values and vision. The Director is responsible for budgetary and performance measures, achievement of goals and strategies, grant writing and reporting, and results of monitoring functions. The Director acts on behalf of the Tribe as the facilitator of both the Child Protection Team and Adult Protective Services and oversees establishing protocols for the Teams and for staffing cases brought forward. This position works towards and encourages collaboration with the Tribe's programs and outside agencies to carry out optimal Tribal member care and support services while protecting and maintaining the confidentiality of all clients.

### Duties and Responsibilities:

Responsible for the operations of designated Social Services, to include, operational planning, dashboards, award & funding compliance, budgets, and records management oversight.

Recruit, hire, oversee, evaluate, and train key positions within the Social Service Department and manage supervisory personnel.

Develop procedures for Social Services programs including but not limited to: General Assistance; Child Care and General Assistance Program; Domestic Violence Awareness Program; BIA Social Services Program; BIA Indian Child Welfare Program.

Assist with program referrals to other Tribal services or community programs.

Regularly reviews all cases to ensure quality and adherence to local, state and federal guidelines or regulations.

Responsible for efficient and effective utilization of Social Services programs' resources.

Provide guidance, mentoring and support to Social Services management staff.

Responsible for service and quality assurance in the Family and Social Services programs, and resolution of concerns.

Ensure workplace safety guidelines are followed for staff and vendors.

Ability to develop and maintain relationships with Tribal Community Members. This includes elders and all those that reside on the reservation and surrounding areas. Relationship building is key especially in child welfare cases or domestic violence crisis.

Develop and maintain relationships with Tribal community partners and all Tribal departments and programs including but not limited to: Tribal Police, Tribal Court, Tribal Housing, Natural Resources, Tribal Administration, Tribal Education, Tribal Cultural and Heritage Programs.

Develop and maintain relationships with local community partners including: Department of Human Services, local school districts staff and administration, behavioral health organizations and agencies, District Attorney's office, Victims Services, Harney County Corrections, and Harney County Juvenile Department.

Collaborate with community agencies as necessary and represent the Tribe to guarantee the Tribe's needs are not neglected in the Social Services arena. Currently the committees represented by the BPT Social Services department are: Multi-Disciplinary Team, Community Action Team, Harney County Commission on Children and Families, Harney County Behavioral Health Advisory Board and Harney Partners for Kids and Families.

Maintain a on-call status so that during times of crisis available to respond or send a designee.

Responsible to monitor ICWA cases that are in state or other Tribal courts with children eligible to enroll in the Burns Paiute Tribe, intervene in case and work with NAPOLIS, Tribal Court, and ICWA committees regarding the case.

Maintain monthly ICWA advisory meeting, maintain documentation required, offer training to ICWA committee members, participate in State ICWA cluster meeting, complete reports to BIA regarding ICWA notices and respond to all ICWA notices within required time frame.

Provide training to the Tribal community as needed regarding child welfare including mandatory reporting training, good touch/bad touch training, sex education classes, etc.

Work with staff to develop a yearly plan for activities, trainings, and speakers. Plan, coordinate, and follow through with logistics, resources, and activities that are geared to living on the reservation and Tribal members' needs.

Coordinate Parenting classes for the community.

Complete 6 months and yearly reports to BIA and Tribal General Council. Complete reports to Tribal Council as required.

Develop policies, procedures as they relate to changing programs; work with Tribal Court to develop Tribal Codes as they involve child welfare and delinquency.

The Facilitator of the Tribe's Child Protection Team and Adult Protection Team and responsible to ensure investigations are completed and appropriate actions are taken after a report of harm is filed. Writes grants for Social Services and assists managers to write grants and budgets and budget narratives for them.

It is the intent of this job description to highlight the essential functions of the position; however, it is not an all-inclusive list. The incumbent may be called upon and required to follow or perform other duties and tasks requested by his/her supervisor, consistent with the purpose of the position, department and/or the Burns Paiute Tribe's objectives.

### **Required Qualifications:**

Travel Local In-State Out-of-State, travel required for grant management, training and meetings.

Bachelor's degree required in Social Work, Public Health, Humans Services or related field.

Ten years of experience in managing Social service programs, and personnel management.

Experience in the development of human service strategies.

Experience managing private, state and federal grants; and grant compliance.

Experience in budget management.

Experience in policy and procedure development & implementation.

Knowledge and experience working with cultural diversities.

Knowledge of the Burns Paiute Tribe's culture and traditions.

License/Certification (or willingness to become certified)

Valid Oregon Driver license and must remain insurable under the Tribe's policy. Extensive background check is required.

### **Desired Qualifications:**

Knowledge base must include:

The laws and policies related to Senior and Disabilities Services programs; Oregon Department of Human Services; Bureau of Indian Affairs; Indian Health Services

The terminology commonly used in human services fields or settings;

The elements of the care coordination process;

The resources available to meet the needs of recipients;

Critical Incident Reporting and Reports of Harm;

The ability to organize, evaluate, and present information orally and in writing; and

The ability to work with professional and support staff.



**Please submit application along with a cover letter, certifications and resume:**

**Attn: Danielle Taylor**

Burns Paiute Tribe, Human Resource Department

100 Pasigo St.

Burns, OR 97720

541-573-8013 or [Danielle.taylor@burnspaiute-nsn.gov](mailto:Danielle.taylor@burnspaiute-nsn.gov)

### **Indian Preference**

Indian preference will be given to candidates **showing proof** of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

# **BURNS PAIUTE TRIBE**

## **Job Announcement**

**Job Title:** Youth Cultural Advocate Intern (2)  
**Department:** Culture & Heritage (C&H)  
**Reports to:** Culture & Heritage Director  
**FLSA Status:** Full-time (32+ hours a week)/temporary (6 months)  
**Opens:** April 1, 2019  
**Closes:** Open until filled (1<sup>st</sup> application review deadline April 15, 2019)  
**Salary:** \$14.00/hour

**This Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.**

**Grant Requires Successful Applicant be between the ages of 18 and 24 at the time of hire.**

### **SUMMARY OF MAJOR FUNCTION**

**Youth Cultural Advocate Intern work both independently and as part of the Culture & Heritage team to assist with Culture & Heritage department objectives and activities.**

1. Assist our Eldest Elders (75 years young and over) in participating in Culture & Heritage related events and trips.
2. Maintain strict confidentiality of sensitive and/or intellectual proprietary information that may present itself during field trips and cultural events such as cultural site locations, family stories, etc.
3. Work independently and as a team member to complete assigned tasks related to Eldest Elder support e.g. assisting Eldest Elders with day-to-day household tasks.
4. Assist with the digitation of Culture & heritage cassette tapes and other archival materials.
5. Assist with the cultural mapping of sacred and sensitive cultural landscapes within Global information Systems (GIS) as guided by C&H staff.
6. Maintain a daily log of all work activities.
7. Assist with various C&H activities as assigned.
8. Participate in and assist with field trips and project meetings related to C&H activities as requested.
9. Sometimes requires overnight and interstate travel.
10. Maintain an impeccable attendance record.
11. Provide regular (weekly) detailed written and verbal progress updates to Culture & Heritage Director.
12. Other duties as assigned.

### **Disclaimer**

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Other duties may be assigned.

### MINIMUM QUALIFICATIONS

- A. Ability to work effectively with tribal community Elders (demonstrated experience preferred).
- B. Ability to maintain a respectful demeanor during all work activities.
- C. Ability to perform strenuous manual labor i.e. chopping wood, lawn and yardwork, interior and exterior home and building cleaning, etc.
- D. Ability to work independently and as part of a team to complete assigned tasks in the time allotted
- E. Possess a working understanding of Indigenous Great Basin cultures, and the ability to assist in the incorporation of those cultural norms into everyday activities.
- F. High energy individual with the ability to provide assistance and support to our Eldest Elders.
- G. Experience with or ability to quickly learn effective use of digital recorders, digital cameras, etc.).
- H. Ability to communicate effectively, both orally and in writing;(understanding and/or conversational fluency in Northern Paiute, particularly in the Wadatika dialect, a plus.
- I. Willingness to actively work toward Wadatika Yadian conversational proficiency.
- J. Valid Oregon Driver's License preferred.

### Indian Preference

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

### HOW TO APPLY:

Return completed Burns Paiute Indian Tribe Application and cover letter to:

Danielle Taylor  
Human Resources Director  
100 Pasigo Street  
Burns, OR 97720

Fax: 541-573-2323

Email: [danielle.taylor@burnspaiute-nsn.gov](mailto:danielle.taylor@burnspaiute-nsn.gov)

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm, BPT Website or request one via email: [danielle.taylor@burnspaiute-nsn.gov](mailto:danielle.taylor@burnspaiute-nsn.gov)

## Prevention Director

**Number of Positions:** 1  
**Location:** Burns, Oregon – Burns Paiute Reservation  
**Open:** June 25, 2019  
**Closes:** Open Until Closed  
**Starting Date:** To be determined  
**Supervisor:** General Manager  
**Salary:** DOE/Full-Time

**Position Summary:** The Prevention Director will oversee and supervise the Mental Health, Alcohol/Drug, TPEP, Suicide, Juvenile Crime Prevention and ADPEP staff and services. Ensure program compliance with state, BIA and other federal funding source requirements.

Provide supervision of all Mental Health, Alcohol/Drug, TPEP, Suicide, Juvenile Crime Prevention and ADPEP cases through a multi-disciplinary team approach for case management.

Assist in the implementation of prevention activities for youth and their families.

**Duties and Responsibilities:** Essential functions may vary among positions and may include the following tasks, knowledge, skills, abilities, and other characteristics.

1. Supervision and Mentoring – Supervise program staff and conducts annual performance evaluations of their job performance.
  - a. Manages day-to-day activities of assigned staff
  - b. Manages staff workflow
  - c. Provides leadership and training. Assigns, coordinates, schedules and reviews work of staff.
  - d. Monitors staff effectiveness, recognizes achievements and corrects performance deficiencies.
2. Leadership – Provides senior leadership to staff including the future direction of the programs, how that guidance will impact the community and how current and future programs can be best utilized for the benefit of the community.
3. Operations – Plans, organizes and oversees the daily operations of the assigned programs.
  - a. Ensures administrative support functions are in place and that programs are operating according to established standards, budgets, tribal policies and procedures and funding source requirements.
4. Budgeting/Grants and Contracts – Prepares and maintains operating budgets for assigned programs.
  - a. Ensures expenditures are in compliance with funding source requirements
  - b. Monitors utilization of grants and contracts



- c. Prepares and reviews grant and contract proposals and application for approval by Tribal Council
- 5. Outreach – Develop and present various prevention activities in conjunction with on-going tribal and county prevention efforts. Provide client and community outreach activities.
- 6. Flexibility – Perform other duties as assigned or as are consistent with providing professional services.

**Required Qualifications:**

- a. Minimum of Bachelor's Degree
- b. Must have or be able to obtain an Oregon driver's license within 30 days of hire
- c. Due to the confidential and sensitive nature of this position, successful completion of an extensive background investigation is required
- d. May be subject to working evenings, weekends and travel (In and out of state)

**Please submit application along with a cover letter, certifications and resume:**

**Attn: Danielle Taylor**

Burns Paiute Tribe, Human Resource Department  
100 Pasigo St.

Burns, OR 97720

541-573-8013 or [Danielle.taylor@burnspaiute-nsn.gov](mailto:Danielle.taylor@burnspaiute-nsn.gov)

**Indian Preference**

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# **BURNS PAIUTE TRIBE**

## **Job Announcement**

**Job Title:** Youth Cultural Advocate Intern (2)  
**Department:** Culture & Heritage (C&H)  
**Reports to:** Culture & Heritage Director  
**FLSA Status:** Full-time (32+ hours a week)/temporary (6 months)  
**Opens:** April 1, 2019  
**Closes** Open until filled  
**Salary:** \$14.00/hour

**This Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.**

**Grant Requires Successful Applicant be between the ages of 18 and 24 at the time of hire.**

### **SUMMARY OF MAJOR FUNCTION**

**Youth Cultural Advocate Intern work both independently and as part of the Culture & Heritage team to assist with Culture & Heritage department objectives and activities.**

1. Assist our Eldest Elders (75 years young and over) in participating in Culture & Heritage related events and trips.
2. Maintain strict confidentiality of sensitive and/or intellectual proprietary information that may present itself during field trips and cultural events such as cultural site locations, family stories, etc.
3. Work independently and as a team member to complete assigned tasks related to Eldest Elder support e.g. assisting Eldest Elders with day-to-day household tasks.
4. Assist with the digitation of Culture & heritage cassette tapes and other archival materials.
5. Assist with the cultural mapping of sacred and sensitive cultural landscapes within Global information Systems (GIS) as guided by C&H staff.
6. Maintain a daily log of all work activities.
7. Assist with various C&H activities as assigned.
8. Participate in and assist with field trips and project meetings related to C&H activities as requested.
9. Sometimes requires overnight and interstate travel.
10. Maintain an impeccable attendance record.
11. Provide regular (weekly) detailed written and verbal progress updates to Culture & Heritage Director.
12. Other duties as assigned.

### **Disclaimer**

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Other duties may be assigned.

### **MINIMUM QUALIFICATIONS**

- A. Ability to work effectively with tribal community Elders (demonstrated experience preferred).
- B. Ability to maintain a respectful demeanor during all work activities.
- C. Ability to perform strenuous manual labor i.e. chopping wood, lawn and yardwork, interior and exterior home and building cleaning, etc.
- D. Ability to work independently and as part of a team to complete assigned tasks in the time allotted
- E. Possess a working understanding of Indigenous Great Basin cultures, and the ability to assist in the incorporation of those cultural norms into everyday activities.
- F. High energy individual with the ability to provide assistance and support to our Eldest Elders.
- G. Experience with or ability to quickly learn effective use of digital recorders, digital cameras, etc.).
- H. Ability to communicate effectively, both orally and in writing;(understanding and/or conversational fluency in Northern Paiute, particularly in the Wadatika dialect, a plus.
- I. Willingness to actively work toward Wadatika Yaduan conversational proficiency.
- J. Valid Oregon Driver's License preferred.

### **Indian Preference**

Indian preference will be given to candidates **showing proof** of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

### **HOW TO APPLY:**

Return completed Burns Paiute Indian Tribe Application and cover letter to:

Danielle Taylor  
Human Resources Director  
100 Pasigo Street  
Burns, OR 97720

Fax: 541-573-2323

Email: [danielle.taylor@burnspaiute-nsn.gov](mailto:danielle.taylor@burnspaiute-nsn.gov)

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm, BPT Website or request one via email: [danielle.taylor@burnspaiute-nsn.gov](mailto:danielle.taylor@burnspaiute-nsn.gov)

**Tribal Cultural Resource Archaeological Aid/Technician  
Part-time(ON-CALL) /Seasonal  
Burns Paiute Tribe**

Number of Positions:	4 – Archaeological Technician(s)
Department:	Culture & Heritage Dept.
Location:	Burns, Oregon – Burns Paiute Reservation
Open:	Monday, June 4 <sup>th</sup> , 2018
Closes:	Open until Filled
Supervisor:	<b>Culture &amp; Heritage Department Director</b>
Salary:	Commensurate to GS 3/4/5 DOE
Status:	Non-Exempt Seasonal on-call
Position Hours:	Part-time/Seasonal

**Primary Responsibilities**

This position is responsible for working in support of the preservation and protection of the cultural resources of the Burns Paiute Tribe.

**Essential Duties**

Participates as a field crew member conducting inventories of cultural resources in areas of proposed projects.

Works as a team member to ensure archaeology work assignments are carried out in safe, timely manner according to established standards and procedures.

Identifies and records cultural resource inventory material in the field for use in reports and site forms.

Assists in research of reference materials such as state and national register files, historic documents, archaeological reports, maps and aerial photos, and interviews source individuals concerning project areas.

**Additional Duties**

1. Working knowledge of hand help field equipment such as GPS unit and compass.
2. Responsible for providing support in identifying, documenting, and protecting significant historic and pre-contact cultural properties of interest to the Burns Paiute Tribe.
3. Keeps detailed daily notes of activities including actions that may be impacting cultural sites.
4. Assists with cultural preservation education to the community and staff.
5. May monitor archaeological projects to ensure sufficiency of fieldwork.
6. Provides support toward preparation and submission of archaeological site forms and reports within time designations.
7. Performs other duties as assigned by supervisor.

Must submit to a pre-employment drug and alcohol testing and/or the failure to successfully pass a drug and alcohol test may result in refusal to hire.

**INDIAN PREFERENCE** will be given to candidate showing proof of enrollment in a federally recognized tribe. In the absence of qualified Indian applicants, all qualified applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regards to Race, Color, Creed, Sex, Politics, Age, Religion or National Origin.

Questions may be directed to Diane L. Teeman, Culture & Heritage Department Director at 541-413-1190

Submit application, resume and Curriculum Vitae to:  
Human Resource Department  
100 Pasigo Street  
Burns, OR 97720  
Or fax to: 541-573-2323.



**Archaeologist  
Burns Paiute Tribe**

Number of Positions:	1 – Archaeologist
Department:	Culture & Heritage Department
Location:	Burns, Oregon – Burns Paiute Reservation (Duty Station)
Open:	Monday, April 22, 2019
Closes:	Open Until filled
Supervisor:	Culture & Heritage Department Director
Salary:	Commensurate with GS 11
FLSA status:	Exempt
Position Hours:	40+/hours per week/Seasonal

**PRIMARY RESPONSIBILITIES:** Acts as the Principal Investigator, under the supervision of the Director of the Culture & Heritage Department (C&HD), to provide professional and technical assessments within the field of archaeology, either alone or with other C&HD staff, to the Burns Paiute Tribe, as well as to public and private proponents, concerning compliance with the National Historic Preservation Act of 1966, the National and State Environmental Policy Acts, and other State, Federal, and Tribal laws protecting cultural resources and archaeological properties on the Burns Paiute Reservation and aboriginal lands of the Burns Paiute Tribe. Provide technical assistance in the identification of cultural resources, cultural resources sites, and areas of significance to the Burns Paiute Tribe, either alone or with a field crew. Perform or work with C&HD staff in the performance of cultural resources inventory surveys and subsurface investigations, when needed; anywhere C&HD cultural resources projects are to be carried out. Keep detailed records assuring completeness and accuracy of activities carried out in the field. Including filling out forms, keeping project or site notes, and supervising a crew in filling out required records as needed. Ensure that fieldwork is carried out in an efficient, professional manner. Track artifacts that have to undergo laboratory analyses. Keep field equipment clean and in working order.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Under the direction of the Director, act as the Principal Investigator (PI) to implement cultural resources projects, alone or with C&HD staff. Primarily, this consists of archaeological site inventories, filling out forms and field reports and records; Work with C&HD staff to conduct research and identify inventories of areas important to the Burns Paiute Tribe. Inventories shall consist of: file and literature searches and their interpretation, oral history interviews, field reconnaissance of cultural resource sites, updates of previously recorded cultural resource sites, and the recording of new sites and isolates. Formulate research design and conduct or work with C&HD staff to do field testing which may include subsurface testing, as warranted; Coordinate and lead field crews during cultural resources surveys or subsurface testing to carry out their work in a professional manner; that is surveying or excavation of proscribed manner and filling out forms and keeping records. Ensure that field crews act in a manner that is credit to the Burns Paiute Tribe at all times; Prepare and work with C&HD staff in the preparation of reports. Ensure that forms and records are complete and clearly written so the report writer can easily read and interpret them; Evaluate proposals for construction activities that could include the discovery, disturbance, excavation or removal of cultural or archaeological resources; make recommendations to the C&HD Director and project proponents regarding these proposals; Evaluate environmental documents and survey reports prepared by others pursuant to State and Federal statutes to ensure that they meet Federal historic preservation program standards and the needs of the Tribe; Monitor and/or work with C&HD staff in the monitoring of construction contract activities relating to cultural and archaeological resources; Support and assist the THPO in duties and functions as needed; Assist the Director in

the development of C&HD protocols and guidelines; Interact pro-actively as assigned by C&HD Director, with tribal government officials, tribal members, cultural resource professionals, and project proponents so that project planning occurs efficiently and effectively, cultural resources are protected, and project impacts to archaeological resources are mitigated; Oversee the storage of and maintenance of all field equipment such as: screens, shovels, trowels, tapes, survey pins. Ensure that the equipment is cleaned after field work, repaired or replaced if broken, and stored such that it is accessible to C&HD staff and others; Provide information and training to inform and educate Tribal officials and others in the theory, practice, and legal foundation of cultural resource management; Assist with budgets/excel experience preferred; Manage technical equipment, data, and files of GIS, GPR, and all other technical equipment; Prepare GIS data collected in the field map generation and transfer to appropriate agencies; Assist with managing the Review & Compliance Division of the Culture & Heritage Department as assigned; Other duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must meet the Secretary of Interior standards for a Professional Archaeologist. Register of Professional Archaeologist (RPA) membership preferred.
- Theoretical understanding and demonstrated experience of post-processual and/or Indigenous and decolonized archaeology required.
- Possess knowledge of the broad field of cultural resource management as it is reflected in Federal and State laws, regulations, and policies; the science and practice of archaeology generally and the Pacific Northwest and the Great Basin. Experience in tribal cultural resource management preferred.
- Ability to apply established program standards in all areas of the Burns Paiute Tribe's Culture & Heritage and Resources Management Program involving archaeology; maintain creditable working relationships with program partners.
- Ability to work nights, weekends, holidays, and extended work days as needed.

**EDUCATION and EXPERIENCE:** Master's Degree in Archaeology and a minimum of 3 years of related work experience including a strong background in Section 106 and the implementation and experience of consultation with Indian Tribes or federal agencies.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to work in a Northern Paiute/Native American community and be open to and inclusive of tribal cultural interpretations and traditions. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the tribal community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**REASONING ABILITY:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with non-verbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand for prolonged periods of time and walk up to 12 miles per day; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions including weather extremes, and vibration. The employee is occasionally exposed to high, precarious places and required to hike steep inclines. The noise level in the work environment is usually moderate.

**DRUG FREE WORKPLACE:** The successful candidate will be required to have a urinalysis for drug- screening in accordance with the Tribe's Drug Free Workplace Policy.

**DRIVER'S LICENSE & INSURANCE REQUIREMENT:** Must maintain a valid Oregon driver's license or obtain one upon hire, qualify for the Tribe's vehicle insurance, and provide proof of personal vehicle insurance.

**BACKGROUND CHECK:** Candidates for this position are subject to criminal background check.

Must submit to a pre-employment drug and alcohol testing and/or the failure to successfully pass a drug and alcohol test may result in refusal to hire.

**INDIAN PREFERENCE:** will be given to candidate showing proof of enrollment in a federally recognized tribe. In the absence of qualified Indian applicants, all qualified applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regards to Race, Color, Creed, Sex, Politics, Age, Religion or National Origin.

Submit application & Resume to:  
Danielle Taylor, Director, Human Resource Department  
100 Pasigo Street  
Burns, OR 97720

Or email to:  
Danielle.taylor@burnspaiute-nsn.gov

Physical Activities Instructor  
Burns Paiute Tribe Social Services

Number of Positions: (1) one  
Location: Burns, OR — Burns Paiute Reservation  
Open: May 23, 2019  
Closes: Open Until Filled  
Starting Date: To Be Determined  
Salary: \$11-12 hourly DOE Hourly Physical Activities  
(Nonexempt)  
Supervisor: Elise Adams, Coordinator

Summary: PHYSICAL ACTIVITIES

The term is typically used for calisthenics, resistance exercises, stretching exercises designed for flexibility, and exercises specifically designed to improve cardiovascular fitness. Sport, play, games, dance, and recreational activities are all different forms of physical activity, some more organized than others.

Knowledge Requirements: Physical Activities

- Responsible for approaching students with a positive attitude with the expectation that student will learn and grow.
- Communicate effectively both orally and in writing.
- Read to children, and teach them simple painting, drawing, handicrafts, and songs.
- Organize and participate in recreational activities and games.
- Teaching kids healthy physical activities/assist Youth Program Coordinator with daily activities
- Outdoor activities: I.e.; basketball, playing catch different types of games, exercise, walking running, softball, and many more.
- CPR/First Aid Certification
- Food Handlers Certification
- Tutoring
- Driving 15 passenger van
- Caring and compassionate attitude is a must • Additional duties as required.

The duties listed above should not be construed to imply an exclusive standard of the position. Employee will be responsible to respond to other instructions and duties as specified by the supervisor.



Additional Requirements: Must submit to a pre-employment drug and alcohol testing and/or the failure to successfully pass a drug and alcohol test may result in refusal to hire.

Indian Preference: Indian Preference will apply to qualified Indian and Alaskan Native applicants showing proof of enrollment in a federally recognized tribe upon application.

The above statements are intended to describe the general nature and level of work to be performed by the individual assigned to this position.

To apply, please submit application to: Burns Paiute Tribe Human Resource, 100 Pasigo Street

Burns, OR 97720 Questions: 541-573-8013 OR email to [Danielle.taylor@burnspaiute-nsn.gov](mailto:Danielle.taylor@burnspaiute-nsn.gov)